

Chicago Federal Executive Board



2002 Annual Report



2002

Annual Report

Overview Chicago FEB

2003 CHAIR



















Stanley D. Moore
Regional Director
Bureau of the Census
Department of Commerce

EXECUTIVE DIRECTOR

Jan Stinson
Phone: (312) 353-6790
Fax: (312) 353-3058
E-mail: jan.stinson@gsa.gov
Website: www.chicago.feb.gov

TOTAL NUMBER OF AGENCIES: 170

Major Federal Agencies

 Department of Education	 General Services Administration
 Internal Revenue Service	 Railroad Retirement Board
 Department of Energy	 Social Security Administration
 Customs Service	 Federal Aviation Administration
 Department of Defense	 Office of Personnel Management
 Department of Labor	 Environmental Protection Agency
 U.S. Postal Service	 Department of Veterans Affairs
 Department of Health and Human Services	 Department of Housing and Urban Development
 Transportation Security Administration	 Immigration and Naturalization Service

Total Number of Federal Employees In The Area

Chicago FEB Major
Communities

We represent approximately 78,000, including postal employees and military personnel.



Major Communities

Metropolitan Chicago that includes the eleven county area of Cook, DuPage, McHenry, Lake, Will, Grundy, DeKalb, Kendall and Kane counties in Illinois and Lake and Porter counties in Indiana.

Total Population Of Area Served

9,200,000 people reside in the Chicago metropolitan area.

The purposes of the Chicago Federal Executive Board are to improve internal management practices and communications of the Federal government, to strengthen coordination of Federal activities by supporting and promoting initiatives of the President and his Administration and to provide a central focus for Federal participation in community affairs. The Chicago FEB provides the context and contact whereby which resources can be shared and joint Federal initiatives can be implemented more effectively and on a broader scale. The focus and policies are established by the elected officers and Executive Committee members, including former FEB Chairs as the Ex-officio members. The work is accomplished through the FEB staff office and through the efforts of the Federal executives and employees who volunteer to serve on the various committees.

2002 Executive Committee

CHAIR

PHYLLIS M. STABBE
Director
Chicago Oversight Division
Office of Personnel Management
230 S. Dearborn, Room 3060
Chicago, Illinois 60604-1687

VICE-CHAIR

MARTIN W. BAUMGAERTNER
Regional Director/Chief Administrative Judge
Central Regional Office
Merit Systems Protection Board
230 S. Dearborn, Room 3100
Chicago, IL 60604-1669

SECRETARY/TREASURER

DARLENE A. LORMAN
Regional Administrator
Office of the Assistant Secretary
for Administration and Management
230 S. Dearborn, Room 1004
Chicago, IL 60604

EXECUTIVE COMMITTEE MEMBERS

EDWARD G. BUIKEMA
Regional Director
Federal Emergency Management Agency
536 S. Clark, 6th Floor
Chicago, IL 60605

EARL FLOWERS
Manager
Post Office Operations
USPS Chicago Central Facility
433 W. Harrison Street
Chicago, IL 60607-9992

DOROTHY ISHERWOOD
Director of Administration
Railroad Retirement Board
844 N. Rush St., Suite 536
Chicago, IL 60611-2092

ELIZABETH KINNEY
Regional Director
National Labor Relations Board - Region 13
200 W. Adams, Suite 800
Chicago, IL 60606

JAMES F. MARTIN
Regional Commissioner
Social Security Administration
600 W. Madison, 10th Floor
Chicago, Illinois 60661

STANLEY D. MOORE
Regional Director
Bureau of the Census
Department of Commerce
111 W. Jackson Blvd., Suite 400
Chicago, IL 60604

REAR ADMIRAL ANN E. RONDEAU
Commander
Naval Training Center
Department of Defense
2601 Paul Jones Street, Suite A
Great Lakes, Illinois 60088-9909

COLONEL MARK RONCOLI, USA
Commander/District Engineer
Army Corps of Engineers - Chicago District
Department of Defense
111 N. Canal Street, Suite 600
Chicago, IL 60606-7206

JOHN P. ROWE
District Director
Equal Employment Opportunity Commission
500 W. Madison, Suite 2800
Chicago, IL 60661-2511

THOMAS V. SKINNER
Regional Administrator
Environmental Protection Agency, Region V
77 W. Jackson Blvd., 19th FL
Chicago, IL 60604

WILLIAM L. THOMPSON
Area Director Compliance
Small Business Self Employed (SBSE) Division
Internal Revenue Service
Department of the Treasury
230 S. Dearborn Mail Code 1000 CHI
Chicago, IL 60604

WILLIAM E. WASHINGTON
Regional Director
Federal Labor Relations Authority
55 W. Monroe, Suite 1150
Chicago, IL 60603-9729

EX-OFFICIO MEMBERS

KENNETH P. BOEHNE
Chief Financial Officer
Railroad Retirement Board
844 N. Rush, Suite 506
Chicago, IL 60611-2092

JAMES C. HANDLEY
Regional Administrator
General Services Administration
230 S. Dearborn, Suite 3700
Chicago, Illinois 60604

OLLICE C. HOLDEN
Acting Regional Director
Food and Nutrition Service
Department of Agriculture
77 W. Jackson Boulevard, 20th Floor
Chicago, IL 60604

DAVID E. KUEHL
Regional Administrator
National Archives & Records Administration
Great Lakes Region
7358 S. Pulaski Road
Chicago, Illinois 60629


MARY LUBERTOZZI
Director
North Central Service Center
Corporation for National Service
77 W. Jackson Blvd., Suite 442
Chicago, IL 60604-3511


BRIAN R. PERRYMAN
District Director
Immigration and Naturalization Service
Department of Justice
10 W. Jackson Blvd., Ste 600
Chicago, IL 60604


Executive Summary

The Chicago Federal Executive Board is a valuable Federal entity that makes a difference in our community by offering resources to Federal agencies in the Chicago Metropolitan area as well as provides a significant savings to our taxpayers as outlined below:

Continuity of Operations Plan (COOP) The Chicago FEB staff office was the first FEB office in the country to participate in the General Services Administration (GSA) - Great Lakes COOP exercise. The FEB staff worked diligently with both GSA and the Federal Emergency Management Agency (FEMA) in the communication and subsequent coordination of agency COOP preparation and the importance of it to every Federal agency in the Chicago area. The following are the FY 2002 activities that the Chicago FEB coordinated to accomplish that goal:

 **First Workshop.** In the first workshop of this kind and at this level in the Chicago area, FEB coordinated a workshop with GSA and FEMA. The workshop was open to agency heads, emergency coordinators, and emergency managers. Presenters shared their experiences at the various stages of COOP: Document Planning, Identifying Essential Agency Functions, and Establishing a Roster of Essential Personnel. The 96 attendees represented a wide cross-section of federal agencies charged with developing continuity of operations plans.

 **GSA Exercise.** The Chicago FEB staff office was the first to be involved in the GSA regional office's actual COOP exercise. The exercise took place on August 15, 2002. The Chicago FEB staff office's participation provided another communication and key resource for the Senior Emergency Response Team (SERT) to reach the rest of the Federal community. Positive comments from the facilitators of the exercise led to other FEB staff offices being invited to participate in other GSA regions around the country.

 **COOP Survey.** The Chicago FEB worked with GSA to disseminate a COOP survey to the entire Federal community in an effort to determine where each agency was in its COOP planning. While only 40% of all agencies responded, the information received did provide both the FEB and GSA with a better understanding of where the Federal community was in this important effort as well as to help plan future programs on different aspects of COOP planning.

Shared Neutrals ADR Program (SNAP)

The SNAP Program continues in its' success with FY 2002 Cost Avoidance of \$680,272.24 with a total of 49 cases received. The Equal Employment Opportunity Commission (EEOC) and the FEB partnered to further bring about cost savings to agencies as well as resolution to agency/employee disputes. Through this agreement, SNAP Mediators are forwarded EEOC cases for mediation, in addition to the direct agency requests. If resolved, no further litigation is required. This enables the parties to present their case to a neutral person before any additional costs are incurred. It is evident that SNAP is an instrumental and cost-saving program.

E-Government

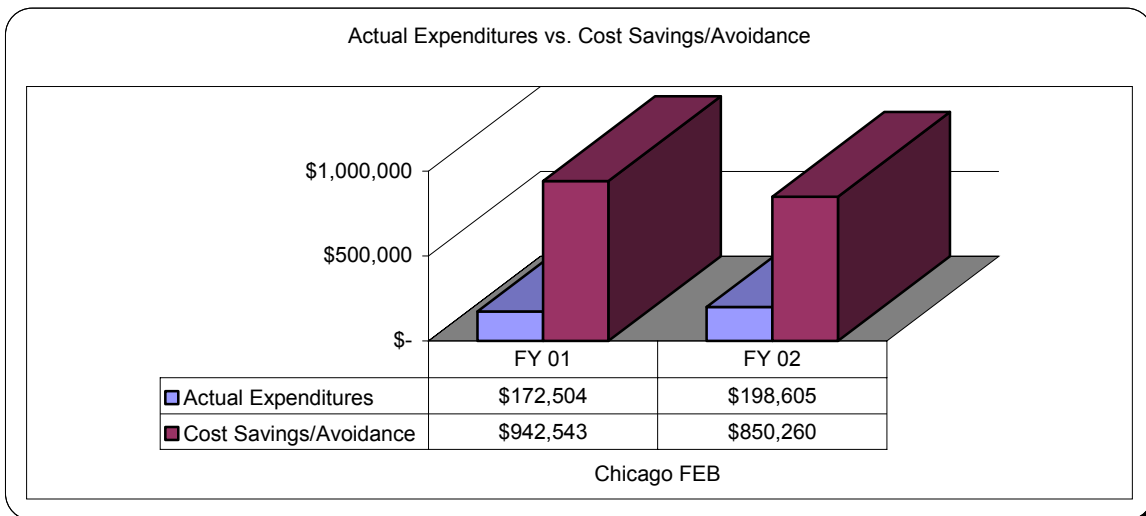
Averaging 800 to 1,000 site searches per month, we have continued to maintain what we tag as the Chicago information portal for Federal, State and City services. Developed by the Chicago FEB as a means of helping Chicago's citizens link to Federal, State, and local governmental web sites, this is a user-friendly web page based on categories of service. The maintenance and continued growth of this site supports the President's Management Agenda regarding expanded electronic government.

National Combined Federal Campaign (CFC) Committee

The Executive Director serves as one of two representatives for the Federal Executive Boards on the National Combined Federal Campaign (CFC) Committee and is currently Vice Chair of this body. This organization, whose membership is comprised mostly of national and international federations, meets monthly to discuss various issues that affect the CFC, plans and organizes events, such as the annual regional workshops, and supports local campaigns. In addition to the duty stated above, the Executive Director is also Chair of the Administration Subcommittee and co-Chair of the Regional Workshop Task Force under this committee structure.

Cost Savings/Avoidance: FY 2001 and FY 2002

For the investment made, the Chicago FEB provides a valuable return. Based on an investment figure of \$218,000.00 per year to cover salaries and office-related expenses, the FEB provides a cost savings/avoidance to the Chicago Federal community of 3.9 to 4.3 times that amount as shown below. These cost savings/avoidances for the community occur as a result of the various FEB programs and initiatives, such as the SNAP mediation program, the language bank, the associate membership with Club Quarters, and the educational programs.



COMMUNICATE

FEB INFORMS MEMBER AGENCIES OF EACH OTHER'S INITIATIVES AND SUCCESSES
AND INFORMS THE LOCAL COMMUNITY OF NATIONAL POLICIES.

Objective #1: COMMUNICATE

CHICAGO FEB	Communication Networks	Awards Program	Media Guide/ Outreach	Communication with Congressional Staff	E-Government	Emergency Guidance
	X	X	X	X	X	X

Federal Employee of The Year

Hosted by the Department of Veterans Affairs and with attendance well over 1,300, the 45th Annual Employee of the Year Awards Ceremony was a success! This can be attributed to the over 400 nominations received for individual and team awards. The theme, *"Dedicated to Leadership... Community... Service"* exemplified the depth of experience that serves as a foundation on which the Chicago Federal community is built.

The FEB also awarded two Public Service Scholarship Awards, in addition to the Employee of the Year Awards. This scholarship program is administered in partnership with the College of Urban Planning and Public Affairs at the University of Illinois at Chicago (UIC). The recipients, graduate students within the college at UIC, were recognized not only for their academic excellence in the Public Administration and Public Policy fields of study, but for their leadership within their school and communities.

From the Master of Ceremonies, one of Chicago's premiere newscasters and journalists, Mr. Harry Porterfield, to the Keynote Speaker, Mr. Rocky Bleier, who overcame a personal challenges to become a member of the four-time world champion Pittsburgh Steelers, the afternoon reflected the true character and high caliber of employees that were honored.

Press releases were issued and published in the winner's' local newspapers to further recognize the event. Award recipients and the program write-up were added to the Public Service Recognition Week website.

Full Board Meetings

December 5, 2002 • Presentation by U.S. General Services Administration

"Security and Safety: The Long and the Short (Terms) of It" was presented by GSA's newly appointed Regional Administrator, James Handley, along with other key GSA emergency officials. They addressed the security and safety issues for federal buildings, as well as commercial-leased space, and discussed both short term and long term plans. Sixty FEB members and their most senior staff attended.

March 6, 2002 • Presentation by the Centers for Disease Control (CDC) and Prevention “Anthrax Bioterrorism: CDC’s Response and Lessons Learned,” was the topic presented by John W. Ward, M.D., Director, Office of Scientific Health and Communication for the CDC. Dr. Ward’s presentation provided background and overview information of CDC’s history with bioterrorism. Dr. Ward incorporated his personal insights with respect to CDC’s preparedness/response rate after September 11. He relayed to the audience his experience with the recent onset of anthrax attacks and other forms of bio-terrorism not as widely publicized in the media. Sixty-three FEB members and their most senior staff attended this informative program.

June 7, 2002 • Joint Chicago FEB/Federal Midwest Human Resources Council Symposium with a Presentation by U.S. General Accounting Office The Chicago FEB and the Federal Midwest Human Resources Council, an affiliated member, held a joint luncheon meeting as part of the Council’s conference. This annual conference provided an opportunity for the FEB to partner with the Council to hear a presentation given by Christopher Mihm, Director of Strategic Issues for the U.S. General Accounting Office in Washington, D.C. Mr. Mihm highlighted the strategy of Human Capital Management issues, results-oriented management initiatives, the keys to successful Human Capital Management, and what should be focused upon to improve the performance and accountability of the Federal government. This joint luncheon meeting not only gave FEB members a chance to hear directly from a GAO official from Washington, D.C., but also to attend the conference workshops at no additional cost.

Special Meetings Held

FEB 40th Anniversary Reception and Dinner. This evening was a great success thanks to the efforts of many! On February 26, 2002, the Chicago Federal Executive Board hosted a reception and dinner at the prestigious Union League Club of Chicago. This commemorative event highlighted milestones of over forty years of service by the FEB to the Federal community. A mural display of past members, events and ceremonies was designed especially for this event (and placed in FEB’s lobby, thereafter). Highlights of 40 years of the Chicago FEB accomplishments was compiled and placed within the evenings’ program. The Task Force Chair for all the 40th Anniversary events, David Kuehl, presented the FEB Executive Director with a special plaque: President John F. Kennedy’s memorandum establishing FEB’s. Truly an honor, was the attendance of past FEB Chairs Bill Burke and Steven Cohen who also served as our keynote speaker.

Tribute to the Chicago FEB’s 40th Anniversary: A Special Immigration & Naturalization Service (INS) Citizenship Ceremony. The FEB was honored to be included in this INS event, held in recognition of the 40 years of service that the Chicago FEB has provided to the Federal community. Incorporated into a special naturalization ceremony for 174 new citizens, this served as an excellent opportunity for the new citizens to hear of the work being done for them in the Chicagoland community. INS District Director, Brian R. Perryman, served as the Master of Ceremonies in “A Tribute to Our New Citizens.” The Honorable Charles P. Kokoras, United States District Judge for the Northern District of Illinois, administered the oath of allegiance

to the 174 new citizens representing 37 different countries. Darlene Lorman, Secretary/Treasurer spoke of the Chicago FEB's work and service to the community and the Honorable Ilana Diamond Rovner, Appeals Court Judge for the U. S. 7th Circuit Court of Appeals and a naturalized citizen herself, gave a very memorable keynote address. Fifty-one FEB members and their senior staff were in attendance. The event also had local news media coverage.

March 1, 2002 • Continuity of Operations (COOP) Workshop. The Federal Executive Board sponsored this event with both the Federal Emergency Management Agency (FEMA) and General Services Administration (GSA) providing valuable information on a variety of COOP topics including, How to Prepare a COOP Planning Document, Identifying Essential Functions, and Establishing a Roster of Essential Personnel. Ninety-six participants representing a wide cross-section of the Federal Agencies charged with developing continuity of operations plans were in attendance. It was reported by Edward Buikema, Regional Director of FEMA, that this was the first workshop of its kind at this level (agency heads, agency emergency coordinators, and emergency managers) in this area. The cost per participant for similar COOP training by private sector vendors is approximately \$795.00 per participant, which results in a **total agency cost savings of \$76,320.00**. More follow-up workshops will be scheduled.

March 5, 2002 - Federal Women Sustaining the American Spirit This event was co-sponsored with the Department of Labor's Women's Bureau. There was hardly a seat left to hear the career building strategies relayed by our keynote speaker Rear Admiral Anne E. Rondeau, Commander of the Great Lakes Naval Training Center. Her insight and candor on her career as a whole and career-choices in the Navy were well received. Rear Admiral Rondeau's keynote address was followed by an excellent panel discussion comprised of several distinguished members of the Federal Community: Joan E. Cummings, M.D., Network Director, VISN 12, Department of Veterans Affairs; Mary Lubertozzi, Director, North Central Service Center, Corporation for National Service; Judith Roussel, District Director, Small Business Administration; and Joyce Thomas, Midwest Regional Hub Director, Administration for Children & Family Services, Department of Health & Human Services.. A record attendance of 170 people was present to take advantage of this valuable learning opportunity!

Satellite Broadcasts: Long Term Care Insurance – The FEB Executive Director sent several e-mails, email reminders to FEB members and Federal employees on this important subject. Three separate satellite broadcasts were facilitated. On **March 6, 2002**, (standing room only!!!) A total of 275 Federal employees attended the Long Term Care Insurance Satellite Broadcast, the first of three broadcasts. Two additional meeting rooms were opened to accommodate all who attended. On **May 15, 2002**, the approximately 150 Federal employees were in attendance. In this broadcast, employees were able to call in their questions "live". At the final broadcast shown on **July 15, 2002**, approximately 85 Federal employees attended. A total of approximately 510 Federal employees attended all the broadcasts.

Succession Planning Briefing - This briefing was conducted on April 29, 2002. The Chicago FEB, in conjunction with the Office of Personnel Management (OPM), provided an opportunity for leaders in the public sector in Chicago to learn more about the important topic of succession planning. Thirty-five FEB members and their senior staff attended this briefing, presented by Lori Karin and Jill Hansen of OPM.

MSPB Studies - Federal Recruiting Practices and Outcomes and How Automation is Affecting Federal Hiring - Conducted by the Merit Systems Protection Board, twenty-seven (27) FEB members, senior staff, and HR officials participated in two separate, but related, studies/focus groups on how their agencies recruited employees and how automation was used in hiring.

FEB Web Site

Chicago's Web Site. Supporting the President's Management Agenda on expanded electronic government, the Chicago FEB web site has been transformed into a dynamic and key feature in our communication process. Used daily by Board members, federal employees, and private citizens, our web site is an instrumental and vital tool. This is apparent by the (average) number of visitors per month of 970-- which is 60% more than reported last year.

Continual updating of our web site and special tags that many search engines use, have been added, to maintain continual and successful access. Our web site has become an integral part of almost all FEB-related projects.

A Primary Communication Platform... The web site serves as the central location for emergency status bulletins and latest information in emergency situations. Federal employees and Board members alike know that the information is there and can turn to it in a time of crisis.

With committee meeting, special events, news, and survey updates, the possibilities are endless! We have also expanded the site to include needed forms for the Employee of the Year application process and the application for charitable organizations wishing to apply to the Chicago Combined Federal Campaign.

In addition, we also have specific links to USA FreedomCorps - President's Call to Service, the Department of Homeland Security, Chicagoinfo.gov, and the Public Employees Roundtable.

Having
invested
time and
energy
creating
this Web
site, we
wanted to
make sure
that
people
could
find it.

• •

**HOW DID WE
MAKE THAT
HAPPEN?**



An important agency initiative that affected the Federal community (and general public) was posted to the main page of our web site. An average of 117 visits were made to our web page per day during the month it was posted; thereby, getting National Transportation Safety Board's Message out on the law and the importance of wearing seatbelts!

FEB Directory

Although e-mail and web access have become our primary form of our communications, providing a current directory of FEB members for those who could not gain immediate access to any of these formats was provided. Distribution of the 2002 FEB Directory was made to all FEB members, congressional offices and other FEB offices - over 200 copies! The directory listing featured not only the traditional information, but also contained a Contents Page indicating the offices under each department. Divider inserts, for quicker access to specific sections, were also provided.

Federal Executive Association (FEA) Partnership



A True Partnership

Still in the planning stages, the Chicago FEB and the Springfield FEA will combine efforts to include a link for the Springfield FEA on our web site. This venue will give the SFEA better outreach capability to their members as well as to the general public. Once completed, we will be adding the additional FEA's of Rock Island, Peoria, Indianapolis, and Milwaukee, if they wish.

The Chicago FEB informed its FEA partners in Rock Island, Peoria, Springfield, Indianapolis, and Milwaukee about items of interest and training opportunities.

Job Vacancies

The Chicago FEB continues to assist member agencies in job vacancy announcements and other related job-vacancy issues. We continue to be an easy and efficient means to distribute information directly about job opportunities directly to our Federal community.

General Communication And E-MAIL

It should be noted that all communication is done via e-mail. Efforts over the past year to obtain correct e-mail address listings has enabled the FEB Office to easily communicate with over 170 board members at a moment's notice on a variety of issues.

The Chicago FEB communicated to Board members information on various issues throughout the year. The following is just a small sample:

📧 EMAIL: An invitation from the Director of the Dept of Energy to attend the "Distributed Energy Resources for Federal Facilities" (DER) Workshop held in Chicago in June 2002. The workshop was relevant to any Federal representative who wanted to explore their DER opportunities with potential partners and experienced colleagues. The workshop provided an overview of the DER technologies as well as information on project implementation and financing opportunities through both case studies and site visits.

📧 EMAIL: Upcoming training conference hosted by the North Central Regional Council for Small Business Education and Advocacy for Government personnel in the small business support areas.

📧 EMAIL: Information on "Veterans in the Federal Workforce" that was originally issued by OPM to heads of executive departments and agencies and re-issued by the FEB to board members to assure that all members received this document.

📧 EMAIL: To observe a moment of silence at 8:46 a.m. (local time) in response to President Bush's request that all citizens join in remembrance events on the three-month anniversary of the attacks of September 11th.

📧 EMAIL: Corrected information on Long-term Care Insurance Coverage was communicated to FEB Members with a request to forward information to employees and HR staffs.

📧 EMAIL: Information about a free training opportunity at an Electronic Records Forum being conducted by the National Archives and Records Administration and a registration form were e-mailed to all members.

- 📧 EMAIL: Information on of a Leadership Foundation Seminar offered by OPM.
- 📧 EMAIL: Re-distribution of a memorandum providing job security/consideration to veterans, particularly those returning to active duty.
- 📧 EMAIL: Two e-mail requests for agency blood drive recruiters/representatives to promote the blood drive. Target recipients were agencies located in the immediate vicinity of the Federal Center.
- 📧 EMAIL: Requests for volunteers for the FEB's Diversity Advisory Council's Language Bank.
- 📧 EMAIL: With assistance of the Chicago White Sox Administrative Office, the Chicago FEB provided any interested Federal employee with White Sox Discount Coupons. The game dates offered were held during Public Service Recognition Week.
- 📧 EMAIL: In order to properly identify the needs of the Federal community, the Diversity Advisory Council surveyed the FEB members plus their EEO and Diversity Specialists on specific issues in the diversity arena. This targeted survey helped the DAC with future program planning.
- 📧 DISPLAY: A red, white, and blue banner was placed in a prominent high-traffic area in the lobbies of both the Metcalfe and Kluczynski Federal Buildings. The banners, which read: Chicago Federal Executive Board, 40th Anniversary, "Celebrating 40 years of Service to the Federal Community" was displayed during the month of February 2002.
- 📧 MAILING: In August 2000, a number of Chicago FEB members and their staffs participated in focus group meetings with MSPB staff members. In March 2002, this collected information was issued in a report titled "Assisting Federal Job-Seekers in a Delegated Examining Environment" and mailed to each FEB member with an invitation to provide additional feedback concerning the report's findings and recommendations.

General Communication - Executive Director

- 📧 FEB Chair, Phyllis Stabbe, and the Executive Director presented an informational briefing at the FEB Annual Conference, Washington, DC, July 23-25, 2002. They highlighted the accomplishment that the Chicago FEB had made in E-government by producing this web site targeted especially for Chicagoland citizens. The accomplishments of this site were provided as a resource for others to use.
- 📧 The Executive Director serves as one of two representatives for the Federal Executive Boards on the National Combined Federal Campaign (CFC) Committee and is currently Vice Chair of this body. This organization, whose membership is comprised mostly of national and international federations, meets monthly to discuss various issues that affect the CFC, plans and organizes events, such as the annual regional workshops, and supports local campaigns. In addition to the duty stated above, the Executive Director is also Chair of the Administration Subcommittee and co-Chair of the Regional Workshop Task Force under this committee structure.
- 📧 The Chicago Federal Executive Board Director hosted and worked the CFC/OPM Workshop in Chicago this year (April 2002). The Executive Director also served as the plenary speaker on the subject of CFC eligibility to a total of 400 new and returning participants at all three workshops in Jacksonville, FL, San Francisco, CA, and Chicago.
- 📧 The Executive Director conducted courtesy calls to new members of the Chicago FEB. They were informed of all activities and given a Welcome Package that highlighted the Chicago FEB's activities and efforts in serving the Chicago Federal community and the public.

- 🕒 The Chicago Passport Agency held a special “Ribbon Cutting Ceremony” to commemorate the Grand Opening of its new office space. The elaborate ceremony, at which Under Secretary of State Grand S. Green, Jr., was in attendance, was accomplished through the aid of the FEB staff office. The FEB Director obtained the services of the Navy Color Guard and the US Navy Jazz Quintet!
- 🕒 In May 2002, the Executive Director met with officials at the University of Illinois-Chicago to discuss the possibility of a new Management Development Program for first and second line managers. Planning will be continued in FY 2003.
- 🕒 June 2002 - Executive Director was the keynote speaker at the Milwaukee FEA's CFC Breakfast Meeting
- 🕒 Responded to and provided input to a survey being conducted by the U.S. Courts, Washington, D.C., concerning post-September 11th steps taken by Federal agencies in mitigating the hazards associated with air born contaminants in Federal mailrooms.



REDUCE COSTS & IMPROVE EFFICIENCY

FEB DRAWS TOGETHER AGENCIES WITH COMMON GOALS SO THAT THEIR EFFORTS ARE COMPLEMENTARY

Objective #2: REDUCE COSTS AND IMPROVE EFFICIENCY					
CHICAGO FEB	Low Cost Training	Special Initiatives	Recruitment / Retention	Quality of Life for Federal Employees	Diversity Programs
	X	X	X	X	X

- 🌸 **SNAP “OVER THE TOP” AT \$600K!** The total cost avoidance to the government resulting from SNAP mediations was \$680,272.24! The cost avoidances to the community occurred as a result of the continued success of the FEB’s mediation program. There were thirty-five (35) participating agencies and a total seventy-three (73) SNAP mediators available to handle requests. A total of forty-nine (49) requests for mediation were received. ***SNAP continues to benefit Chicago Federal agencies! (Because some of the cases settled were referrals from the EEOC – the cost savings were more significant due to the EEOC caseload process and the associated costs.)***
- 🌸 **EEOC AGREEMENT.** In FY 2002, the Equal Employment Opportunity Commission (EEOC) and the FEB partnered to bring further cost savings to agencies. An agreement was set forth that EEOC would refer a number of its’ cases to the SNAP program.
- 🌸 **SNAP – IN THE NEWS!** The Great Lakes' Bulletin featured an article (July 12, 2002 edition) about the Chicago FEB's Shared Neutrals ADR program (SNAP). The article titled, “ADR Provides Mediation For Workplace Disputes,” gave an overview of the mediation process and described the features of the FEB’s SNAP program. This is a publication of the Great Lakes Naval Training Center, the Navy’s only recruitment training facility with a population of over 25,000.

- ✿ **SNAP TRAINING.** During the year, the SNAP Committee conducted training sessions to help mediators maintain and sharpen their skills. In addition to training, these sessions allowed the mediators to network and discuss mediation successes, challenges, techniques, etc. The following training was provided during fiscal year 2002:

"Perspectives: Moving Parties from Positions to Interests." The session was attended by both primary and co-mediators and was presented by Earl Parsons, SNAP Chair. The training (conducted in June, 2002) involved lecture, video and a PowerPoint presentation along with role-playing on moving mediation parties from their individual positions to the overall interests at hand. The participants all agreed that the session was very informative.

"Basic Mediation Skills" Training. With an increasing SNAP caseload as well as the EEOC agreement in effect, a need to have additional mediators had developed. The FEB sponsored a "Basic Mediation Skills" training class that took place September 9-13, 2002. A total of 28 Federal employees received training and have now been added to the SNAP mediator roster. The cost savings to agencies, if this training had been obtained individually was \$19,600.00.

- ✿ **SNAP BRIEFINGS:** Throughout the year, the SNAP Committee conducted small briefings to inform agencies of the highlights and statistics of the SNAP program plus the potential agency benefits it brings. The following briefings were held during the year:

SNAP at RRB. An overall FEB history, background and SNAP overview were presented to Railroad Retirement Board (RRB) Union AFGE officers and managers. Two groups of 50 employees each were present. This informational briefing resulted in several RRB employees signing up for the mediator training and subsequent placement on the mediator roster, outlined earlier in this report.

"A Legal Briefing: Mediators Needed" conducted in February 2002, the FEB was invited by Paul Maxse, Regional Counsel for GSA, to conduct a briefing on ADR process and the Chicago FEB's SNAP mediation program. Those in attendance were Federal employees of GSA who had expressed interest in becoming SNAP mediators. Earl Parsons, SNAP Committee Chair, and Jan Stinson, FEB Executive Director, participated in the presentation/overview. (This session resulted in the subsequent partnership with GSA's Office of Regional Council in coordinating a Basic Skills Mediation Training Class described above.)

- ✿ **20th Annual Federal Sector Labor Relations and Labor Law Program.** The Executive Director participated in the 20th Annual Federal Sector Labor Relations and Labor Law Program held at the Chicago Kent College of Law on September 19, 2002. The "Snapshots of ADR Programs: OSC, EEOC, SNAP, MSPB" session provided the opportunity to highlight the outstanding accomplishments of the SNAP Program, the SNAP Committee, the mediators and the agencies who participate.
- ✿ **University of Illinois at Chicago (UIC) Certificate Program** continues to be an asset to our Federal employees. Our continuing partnership with UIC has provided an opportunity for Federal employees to take graduate level courses leading to a Certificate in Electronic Public Administration. Each of the three courses in the series was offered at a special rate -- about half of what regular students were charged. In Fall of 2002, a total of 11 employees at a reduced tuition rate of \$592 per participant attended; and in Spring of 2002, a total of 11 employees at a reduced tuition rate of \$648 per participant attended, for a total savings of \$13,640.00.

- ✿ **Women In Government Mentoring Council (WIGM)** - In May 2002, a meeting was conducted with several agency representatives to discuss the formation of a mentoring program for Federal women. This was the result of the very successful Women's History Month Program we sponsored with the Department of Labor's Women's Bureau and the feedback received by those in attendance. In June 2002, the first meeting of the new FEB task force - Women In Government Mentoring Council – was held and began to develop a program for FY 2003.

- ✿ **Chicago Federal IT Council (CFITC)** - The FEB's Chicago Federal Information Technology Council, under the sponsorship of the Chicago Federal Executive Board, was created to improve coordination among Federal information technology activities and programs by sharing information and knowledge. The Council's vision is to be a resource to help Federal agencies, within the Chicago area, to better fulfill their missions and the President's initiatives through the efficient and effective use of information technology resources. The council's most ambitious program is the Chicago Coordinated Contingency Planning Operation for IT Systems (3CPO). The goal of 3CPO is to pull together available resources and expertise within the Chicago Federal community to assist agency/department IT management in disaster contingency planning. 3CPO emphasizes the need for Chicago regional organizations to build upon their headquarter-level plans and bring the contingency planning efforts down to a workable regional level that includes the pooling or sharing of excess capacities, facilities and resources in times of emergency.

- ✿ **Federal IT Council Workshop** - The FITC conducted its first training session on Web Accessibility where Adobe Systems representatives were available and demonstrated their new software package they had developed for IRS.

FACILITATE SERVICE DELIVERY

FEB draws together agencies with common clients so that government services are convenient for the customers

Objective #3: FACILITATE SERVICE DELIVERY				
CHICAGO FEB	Regional Planning Partnerships	Premiere Lodging Program	E-Government	Club Quarters
	X	X	X	X

❖ CHICAGOLAND GOVERNMENTAL GATEWAY (WWW.CHICAGOINFO.GOV)

This project is sponsored by the Chicago Federal Executive Board with the cooperation and assistance of the City of Chicago and State of Illinois and administered as a public service by the web development team at the U.S. Railroad Retirement Board.

Averaging 800 to 1,000 site searches per month, the focus of this gateway is to provide information on the hundreds of services and programs that are available from Federal, City of Chicago and State of Illinois agencies. There are even some references to County agencies in the collar counties. By linking these sites under common categories, our goal was to compile information about specific program/service areas and present helpful information by cutting across agency and governmental lines. With this in place, our hope is that this will provide a quick and easy link to the information needed.

❖ PREMIERE LODGING PROGRAM AWARDS CEREMONY - In May 2002, the Chicago FEB held an awards presentation for the local hotels in the Premier Lodging Program. Sherry Conner from the General Services Administration (GSA) in Washington, D.C. made the award presentations to the properties.

❖ CLUB QUARTERS - To provide another resource for hotel accommodations to the Chicagoland Federal community, the Chicago FEB continued its associate membership with Club Quarters, a private hotel chain. The cost savings provide were approximately \$108,698.00. The FEB membership, for the purposes of using this facility, was extended to both the Judicial and Legislative branch offices located in the metropolitan area.

❖ LANGUAGE BANK - The purpose of establishing a Language Bank was for Federal agencies to share the language expertise of their employees on a temporary, as needed, basis. Language Bank volunteers would be available to translate during working hours. Should an agency encounter a need for translation services, they would call the FEB office and the staff would identify someone who was proficient in the needed language. In addition to helping agencies serve the public better, it would save time and money for the requesting agency. Information was then collected from interested employees with an overwhelming response! Over 150 Federal employees have volunteered to serve on the roster representing over 40 languages.

*This report reflects requests received from July through September. During this time, the Language Bank received five requests. Three resulted in successful translations resulting in cost savings and time saved. By providing this service quickly (within the same day) and at no cost equates to a total of **\$450.00 in savings** by not having to request the assistance of a private sector service.*

PARTNER WITH COMMUNITY GROUPS

FEB PARTNERS WITH COMMUNITY GROUPS TO SOLVE PROBLEMS

Objective #4: PARTNER WITH COMMUNITY GROUPS					
CHICAGO FEB	Involvement with Business Assn. Chamber of Commerce	Student Outreach	CFC	Donations	Local Volunteerism
	X	X	X	X	X

- ✿ **COMBINED FEDERAL CAMPAIGN** - For more than 40 years, the Combined Federal Campaign has made a significant impact in its respective communities. As one of the country's largest campaigns, the Chicago Area CFC has contributed tens of millions of dollars and we've learned that it is not the heroic effort of one individual or organization, but rather the collaboration among Everyday Heroes, which is this year's theme. Chicago area Federal employees raised \$ 4.7 million for charitable organizations to assist those in need within our community. The campaign covered over 600 accounts and over 66,000 Federal, postal and active military personnel within the Chicago Area CFC's geographic territory: Cook, DeKalb, DuPage, Kane, Kendall, McHenry, Will, Kankakee, Grundy, LaSalle, Putnum and southeastern Lake counties in Illinois, plus Lake and Porter counties in Indiana.
- ✿ **PROCUREMENT CONFERENCE** - On August 13, 2002, the Chicago Federal Executive Board's Procurement Roundtable partnered with the Illinois Department of Commerce and Community Affairs, the City of Chicago Department of Procurement Services, the Minority Business Development agency and the University of Chicago to conduct a conference for small disadvantaged, minority-owned and women-owned business entrepreneurs to learn more about how to do business with the government. Approximately 200 people attended the all-day event.
- ✿ **"LUNCH AND LEARN" Sessions** - Three sessions were hosted by the DAC in response to the aftermath of September 11th and brought together approximately 70 Federal employees interested in obtaining more information. The sessions dealt with:

 - *"Dealing with Stress in the Wake of Tragedy,"*
 - *"Air Travel Security and You: An FAA Update,"* and,
 - *"Understanding Islam: Separating Fact from Fiction."*

Subject matter experts from the Federal Occupational Health's Federal Consortium, Employee Assistance Program; FAA; and an outside speaker participated as presenters.
- ✿ **PUBLIC SERVICE SCHOLARSHIPS** - The Federal Executive Board awarded two scholarships in the amount of \$2000 each at the Employee of the Year Awards Ceremony on May 9, 2002. Awardees were graduate students in Public Administration at the University of Illinois – Chicago. Applications were evaluated based upon several criteria, including financial need.
- ✿ **ORGAN-BLOOD-MARROW DRIVE INFORMATIONAL MEETING** - With the Department of Health and Human Services' (HHS) Regional Director, Corey Hoze, as our featured speaker, the FEB conducted a recruiters' meeting for our upcoming "Organ, Blood and Marrow Donor" Drive. Eighteen (18) agency recruiters gathered (*Note: There were total of 35, however, many could not attend due to scheduling conflicts.*) We also had representatives from the Gift of Hope Organ Donation Center and two representatives from LifeSource Blood Services. The FEB partnered with HHS to sponsor this all-inclusive recruiters' meeting to assist with HHS' initiatives and to communicate/request support within the Federal community to donate. The FEB's Executive Director was presented with a plaque honoring our support of the "Gift of Life" initiative.

- ✿ **BLOOD DRIVES** - Not unusual for our community to respond, the Chicago FEB also took on and coordinated with the Department of Health and Human Services (HHS), an Organ and Tissue Donor Drive. On August 6-8, 2002, a three-day organ, blood and bone marrow registry drive was conducted in two Federal buildings. The drive included a booth staffed by the regional organ procurement organization, "Gift of Hope," and HHS, where HHS' "Donate Life" pins and brochures were distributed; the "No Greater Love" video; and the "Donate Life" banner was posted. A total of 125 Federal employees volunteered to donate blood, a total of 71 pints of blood were collected and over 40 people volunteered for the bone marrow registry, including 32 minorities. Most donors had already indicated that they wanted their organs donated, and would reinforce their wishes with their family.
- ✿ **CLOTHING DRIVE** - Plans for the fourth Annual Welfare-to-Work Clothing Drive, sponsored by FEB's Community Service Committee (CSC) came to a standstill after the events of September 11, 2001. The subsequent heightened security precautions made at the Federal Buildings and the Federal Plaza area made it necessary to postpone the drive. In the interim, rather than completely cancel this activity (already in progress), the committee made arrangements with 13 not-for-profit agencies to accept clothing on the next Federal Holiday (Veterans Day). The list of agencies was distributed throughout the Federal community via e-mail and fax and Federal employees were encouraged to take their clothing to those locations. Although there were some donations brought in on behalf of Federal employees, it was not possible for our committee to track the actual number of clothing pieces donated.
- ✿ **"PRINCIPAL FOR A DAY"** - In August, 2002, the FEB's CSC extended an Invitation/opportunity for Federal executives and their senior management to visit and talk with our city's future leaders and to partner with the Chicago Public School system through the "Principal For A Day" Program in October 2002. The information provided at such an early date made it possible for an overwhelming response to the program. This will be documented in next year's report.
- ✿ **NATIONAL SPEAKERS BUREAU** -The Partnership for Public Service requested our assistance and that of our member agencies to participate in their Speaker's Bureau initiative. We encouraged interested Federal employees wanting to be involved to submit their information. Thirty-one (31) Federal employees submitted applications that were then forwarded to the Partnership for Public Service for this initiative.
- ✿ **LEADERSHIP DEVELOPMENT ASSIGNMENTS-Social Security Administration** - The FEB Staff office was honored to have the Social Security Administration provide two employees for separate developmental assignments at the FEB office. The FEB staff office setting allowed each of the employees the opportunity to work closely with the FEB Executive Director and Executive Assistant on various initiatives, as well as the daily event coordination. The valuable work they each provided greatly helped with the many on-going and new projects within this report, as well as provided each assigned SSA employee with a wealth of information about our Chicago Federal community.
- ✿ **COMMEMORATION CEREMONY** - Working closely with GSA, the Chicago FEB, conducted a program on September 11 to commemorate the tragedy of September 11th. Approximately 400 Federal employees and citizens, gathered at the Federal Plaza where a short, low-key commemorative ceremony was held. The program included remarks from the FEB Chair, the lowering of the flag to half staff, and the singing of the National Anthem and "God Bless America."

COORDINATE EMERGENCY SERVICES

FEB STANDS READY TO MARSHAL RESOURCES OF THE ENTIRE FEDERAL COMMUNITY, WHETHER TO AID A MEMBER AGENCY IN A CRISIS, OR TO ASSIST THE CITIZENRY IN A PUBLIC EMERGENCY

Objective #5: COORDINATE EMERGENCY SERVICES			
CHICAGO FEB	Emergency Plans	Specuial Event/ Ntnl. Disaster Support	Security of Federal Facilities /Training
	X	X	X

Emergency Release Notification System

Our current emergency release notification system is a four-tier system by which FEB members are made aware of an emergency situation from various points.

- I. E-mail notification
- II. Automated phone call system: The system has been augmented to include a phone system that will contact agency executives at any time during the day or night with a maximum transmit time of 60 minutes or less. All emergency information is disseminated to the appropriate agency head or pre-determined alternate.
- III. WEB Page Emergency Status Information (access by all Federal employees)
- IV. HOTLINE Call-in (access for agency heads only)

Continuity of Operations Planning (COOP)

✿ **Continuity of Operations (COOP) Workshop.** *“The first workshop of this kind at this level, in this area.”* This, reported by Edward Buikema, Regional Director of FEMA at an FEB coordinated session with GSA and FEMA. Agency heads, emergency coordinators, and emergency managers – a total of 96 were briefed and given the necessary tools to allow them to complete an agency COOP Plan.

In the Workshop, presenters shared their experiences on preparing a COOP planning document, identifying essential agency functions, and establishing a roster of essential personnel. Those in attendance represented a wide cross-section of the Federal Agencies charged with developing continuity of operations plans.

The cost per participant for similar COOP training provided by a private sector consultant is approximately \$795.00 per participant, which results in a **total cost savings of \$76,320.00**. More follow-up workshops will be scheduled.

✿ COOP Exercises:

- EXERCISE I: In April 2002, the Executive Director participated in GSA's COOP exercise to determine what additional needs and issues needed to be addressed. The Chicago FEB was also included in GSA's COOP for the purposes of communicating quickly and efficiently with the entire Federal community in the event of a disaster.
- EXERCISE II: The Chicago Federal Executive Board staff office participated in GSA's COOP exercise, August 2002. This type of exercise was conducted in each of GSA's regions to test their processes in the event of a disaster. Although this was the fourth region where the exercise was given, the Chicago FEB was the first FEB to be asked to participate. Feedback by those on the national GSA team conducting the exercise was that FEB's should be included in all GSA regional COOP Exercises.